

PAPER RENEWALS NO LONGER AVAILABLE FOR INDIANA NON-RESIDENT INSURANCE PRODUCERS AND AGENCIES



September 23, 2010

The Indiana Department of Insurance is continually looking for ways to process license applications and renewals more efficiently. Currently, we provide you the option to renew your non-resident producer license electronically or by returning a paper copy and payment to the Department. Electronic renewals provide you immediate confirmation and the ability to print your license while saving the Department time and money. Already, 80% of you renew your licenses electronically.

Beginning November 1, 2010, paper renewals will no longer be available. In addition, beginning on the same date, the Department will no longer mail you a renewal notice through U.S. mail. **As of November 1, 2010, all renewal notices will be sent electronically to the email address we have on file through Sircon.** If we do not have a valid, current email address, you will not receive your renewal notice. Thus, it is very important that you provide us your email address and update it when necessary through Sircon.

To enter or update your email address to use for your non-resident producer license renewal notification and other Department notifications, follow the steps below. Individuals should have their social security number available, and agencies will need their employer identification number and producer license number. There is a \$2 fee to change a postal address, but you can confirm that your email address is correct without incurring a charge.

- 1) Log on to Sircon at the following link: www.sircon.com/indiana
- 2) Click on "Update your email address" on the left side of the page
- 3) Choose "Individual" or "Firm"
- 4) Input the requested information
- 5) Enter your valid email address in the New Email Address field and click "Continue"
- 6) Click "Continue" to submit your updated email address to the state

If you are also changing your postal address, you can change your email address through the National Insurance Producer Registry (NIPR) at <https://pdb.nipr.com/ACR/SignIn>.

Indiana Code section 27-1-15.6-7 requires an insurance producer to maintain a current address with the Department, and the Department now requires a current email address as well as a physical address. Failure to provide a valid email address or inform the Department of a change in your email address could subject you to penalties under Indiana's insurance code.

If you have any problems updating your email address, please contact my staff at 317-232-2413.
Sincerely, Chet Pietras, Deputy Commissioner